



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

COMMUNICABLE DISEASE INVESTIGATOR
SENIOR COMMUNICABLE DISEASE INVESTIGATOR

Class No. 005735
Class No. 005763

■ CLASSIFICATION PURPOSE

Under general supervision, to perform investigations, counseling and educational work in the enforcement of public health laws, rules and regulations that govern AIDS, sexually transmitted diseases, tuberculosis, and other communicable diseases; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class series are allocated to disease reporting and/or control programs within the Health and Human Services Agency (HHS), Public Health Division.

Communicable Disease Investigator:

This is the entry/journey level class of the series. Incumbents perform non-criminal investigations in field, office and health care facility settings to confirm diagnosis and, if possible, determine/locate the source of communicable disease for prevention and control. Incumbents perform limited counseling and education of persons with communicable diseases, in the effort to prevent and control the spread of infections. This class is distinguished from the next higher class, Senior Communicable Disease Investigator, in that the latter conducts the more difficult investigations and may provide training and guidance to Communicable Disease Investigators.

Senior Communicable Disease Investigator:

This is the lead level class of the series, and is distinguished from the next higher class, Supervising Communicable Disease Investigator, in that the latter supervises the lower level classes, and performs the most complex investigations.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

The following apply to both classes:

Essential Functions:

1. Consults with private and public health care facilities (e.g. hospitals, clinics, and staff e.g. physicians and laboratory personnel) to coordinate reporting to the Health and Human Services Agency and voluntary partner notification.
2. Visits hospitals and military institutions to secure cooperation in surveillance processes, reporting and epidemiology.
3. Obtains demographic and risk information for diagnostic determination.
4. Secures permission to use disease prevention techniques on private patients.
5. Interviews and re-interviews patients to develop a plan to locate and refer partners of index cases for an examination and treatment as indicated.
6. Conducts field follow-up of contacts of infected patients and/or others who may have been exposed, and/or persons with laboratory test results suggesting communicable disease infection.
7. Locates and refers infected patients to an appropriate diagnostic facility for examination and any needed treatment.
8. Serves isolation orders in cases where necessary.
9. Counsels clients concerning the resources available to seek further medical treatment and/or other follow-up as indicated.

10. Provides current information on diagnosis and treatment and educates and counsels clients on safer sex and drug practices.
11. Compiles statistics and obtains and maintains accurate reports and records from other agencies for program evaluation.
12. Establishes and maintains an effective working relationship with state and local Health and Human Services Agency personnel.
13. Maintains confidentiality of medical and/or epidemiological information about patients.
14. Performs contact tracing.
15. Provides responsive, high quality service to County employees, representative of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Function:

1. Venipunctures patients or suspects for serological testing only in the HIV Counseling and Testing Program (HCT) and the STD Program.

Senior Communicable Disease Investigator

Essential Functions:

All the functions listed above and

1. Conducts the most difficult investigations of sexually transmitted diseases, tuberculosis, and other communicable diseases.
2. Provides training and guidance to other investigators in area of specialty.
3. Coordinates the field and office work of the investigators to provide effective coverage and productive use of investigative staff time.
4. Resolves the more difficult problems that arise in the investigation of communicable disease cases.
5. Assists in preparation of evidence and may represent the Director, Health and Human Services Agency in court cases involving violations of communicable disease laws.
6. Prepares reports.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Symptoms of communicable diseases, and their modes of transmission.
- Techniques and methods of investigative interviewing.
- Functions of other health organizations.
- Medical terminology and corresponding terminology used by the general public.
- County roads and neighborhoods.
- Public Health Codes.
- Health education techniques regarding communicable diseases.
- Community resources for counseling and medical follow-up.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Review and understand medical record terminology and laboratory reports.
- Abstract case information.
- Perform contact tracing.
- Conduct investigative interviewing in both office and field settings.
- Provide counseling on communicable disease prevention and control.
- Communicate tactfully and effectively with organizations, individuals in crisis, and persons from varying cultural, and ethnic and educational backgrounds of varying sexual preferences.
- Compile statistics and update records and reports.
- Communicate effectively orally and in writing.

- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and background.
- Treat County employees, representative of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Communicable Disease Investigator:

1. A bachelor's degree from an accredited college or university in a health related or natural science; OR,
2. A bachelor's degree from an accredited college or university in a behavioral or social science, AND one (1) year of experience in communicable disease investigations; OR,
3. An associate of arts degree from an accredited college in a behavioral, social or natural science, AND three (3) years of experience in communicable disease investigations; OR,
4. Five (5) years of work experience in communicable disease investigations.

Senior Communicable Disease Investigator:

1. A bachelor's degree from an accredited college or university in a behavioral, social or natural science, AND, two (2) years of specialized investigative experience in the enforcement of communicable disease laws, rules and regulations; OR,
2. One (1) year of work experience as a Communicable Disease Investigator in the County of San Diego; OR,
3. Six (6) years of work experience in communicable disease investigations.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, repetitive use of hands. Occasional: walking, standing, climbing, twisting of neck and waist, simple grasping of right and left hand, fine manipulation of right and left hand.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Incumbents in the HIV Counseling and Testing Program (HCT) and the STD Program are required to obtain a State of California Phlebotomy License within six (6) months of employment.

Working Conditions

Drives a motor vehicle. Walks on uneven ground. Exposure to excessive noise. Exposure to extremes in temperature, humidity or wetness. Exposure to dust, gas, fumes, and chemicals. May use special visual or auditory protective equipment. Works with biohazards such as blood pathogens or hospital waste. Exposure to communicable disease and uncooperative individuals. May be subject to irregular work hours.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of six (6) months (Civil Service Rule 4.2.5).

New: April 28, 1955 (Class No. 005735)
New: March 9, 2000 (Class No. 005763)
Revised: May 10, 1966 (Class No. 005735)
Revised: November 6, 1968
Revised: February 8, 1973
Revised: July 23, 1979
Revised: September 9, 1985
Revised: May 15, 1998
Revised: October 13, 1999
Revised: May 15, 1998
Revised: February 18, 2000
Revised: March 9, 2000
Revised: February 6, 2002
Revised: Spring 2003
Revised: May 7, 2004
Revised: June 14, 2004
Revised: January 25, 2005
Revised: March 31, 2006

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Union Code: PS
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Variable Entry: Y
Variable Entry: Y